

## National Youth Theatre Staff and Contractor Expectations

Reviewed 09/06/2023

This document is intended to ensure that all NYT staff and contractors understand their responsibilities towards our commitment to creating a safe, enjoyable and creative learning environment. In accepting employment or a contract with NYT, you are agreeing to these behaviour expectations and the requirements of our Child Safety Policy.

As an NYT employee or contractor, I agree to;

- Familiarise myself with the role description for the position I am undertaking, the appropriate reporting parameters and the time commitment required
- Acknowledge and respect the individuality of each cast member
- Respect a child or young person's personal space
- Be a role model in my actions and contribute to an environment of trust and inspiration
- Be mindful and supportive of any issues that may affect a young person's participation
- Respect and support NYT's diversity in culture, religion, race, sexual orientation and levels of ability
- Promote a safe environment, where no child or young person receives favouritism, inappropriate physical contact, or is the victim of bullying in any way
- Use appropriate language at all times and be a leader in the non-tolerance of offensive language or behaviour, bringing repeated instances of offensive language or behaviour to the attention of an NYT staff member
- Be a positive advocate for NYT when speaking about the organisation and its activities in all communications
- Fully understand, support and role model NYT's Health and Safety policies and procedures and understand my responsibilities in the event of an emergency
- Understand the NYT child protection, accident and lost child procedures and follow accordingly
- Implement NYT's risk mitigation policy of avoiding two people being alone together
- Always seek permission of the child/young person (other than in an emergency situation) where physical contact is required to meet the objectives of the role
- Listen to and respect our customer groups, including cast, parents, volunteers
- Present a united front in communication with customers, cast and their families
- Demonstrate equality and transparency, providing equal opportunities for all participants

- Clearly communicate behavioural guidelines, expectations and disciplinary consequences to children, young people and their primary care-givers
- Manage poor behaviour of a child or young person appropriately and individually, in line with NYT behaviour guidelines; seeking guidance as required, and communicating outcomes to NYT leadership and primary caregivers as necessary
- Contribute to team decisions in celebrating and acknowledging talent and effort
- Encourage and promote appropriate communication, responding to cast communications only when received via the NYT email address – [info@nyt.nz](mailto:info@nyt.nz)
- Respond promptly to communication and enquiries when deemed to be my area of responsibility
- Present myself appropriately online, especially to customers, cast members and their families, ensuring appropriate maintenance of privacy and security settings

### **Behaviour Expectations During Rehearsals**

- Contribute to the creation of a safe, fun and supportive environment for positive learning and performance
- Encourage cast to contribute their ideas and suggestions to promote their involvement in the programme
- Provide appropriate encouragement, support and acknowledgement of effort
- Use appropriate language (physical and verbal)
- Offer constructive feedback to help learning, using appropriate tone and demeanour
- Manage poor behaviour appropriately, in accordance with NYT guidelines, delivering agreed consequences as agreed with colleagues
- Role model punctuality, arriving at least 15 minutes prior to any rehearsal
- Food to be consumed outside the rehearsal room
- Be seen as actively engaged while in the rehearsal, taking breaks when appropriate to maintain levels of energy and engagement
- Role model tidiness and organisation
- Dress appropriately for the role - NYT staff apparel will be provided
- Be mindful of appropriate times and venues for conversations ensuring non-disruption of rehearsals

### **Smoking, Alcohol & Drugs Policy**

National Youth Theatre has a zero-tolerance approach to the

- Use of prohibited drugs.
- Inappropriate use of controlled substances, solvents or inhalants.

No staff member or contractor under the legal age may smoke, vape, or consume alcohol.

NYT and all our venues are strictly non-smoking and non-vaping.

No staff member or contractor will smoke or vape in the presence of any NYT participant at an NYT associated event.

Mature and responsible attitudes should be displayed by those wishing to consume alcohol at NYT events for adults (for example post or pre-show entertainment). Moderation and common sense must prevail at all times.

If cast members are present at an NYT event for adults, then the adults responsible for the care, safety, instruction or supervision of the cast must not consume any alcohol during the duration of the event.

### **Allergy Management**

Due to serious food allergies of some of our cast, all participants (cast, staff and volunteers) must avoid including peanuts or other tree nuts in any lunches or snacks, and not share food with others.